

California Department of Corrections

Financial Information Memo

SUBJECT:	FIM NUMBER:
PAYROLL BLANKET SERIAL NUMBERS	2003-01
REFERENCES:	DATE: 2/5/03
Payroll Letter 03-002 (Revised)	
Payroll Letter 03-004	

DISTRIBUTION

Institution Personnel Offices
Headquarters Personnel Office
Regional Accounting Offices
Headquarters Accounting Services Section
Inmate Welfare Fund/Trust Accounting

PURPOSE

This Financial Information Memo (FIM) standardizes the definition of existing Payroll Blanket Serial Numbers, makes their use mandatory for the related payroll transactions, and adds five new Payroll Blanket Serial Numbers. This FIM also includes instructions for Personnel Office action required for certain positions, and for Accounting Offices regarding system maintenance.

BACKGROUND

Payroll Blanket Serial Numbers are used by the California Department of Corrections (CDC) Personnel Offices and the State Controller's Office (SCO) Payroll and Personal Services Division (PPSD) to identify specific payments to employees. Some numbers are assigned by Headquarters Personnel Office and some are reserved and assigned by the SCO. When Headquarters Personnel or the SCO assigns Blanket Serial Numbers, the Accounting Policies and Procedures Section (APPS) coordinates identification of the proper Object Detail, assignment of an Agency Object Code when required, and notification to Accounting Offices of required CALSTARS table maintenance.

DISCUSSION

In the CDC, Blanket Serial Numbers have been assigned to identify regular ongoing payment types such as overtime and "Temporary Help," special ongoing payments such as Recruitment and Retention, as well as some one-time payments such as class action settlements. Standardization and consistent use of these Blanket Serial Numbers provides management with vital information for reporting to control agencies and for managing the Department's operations.

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Because the Department needs to consistently capture data across all organizations, the **use of all assigned Blanket Serial Numbers has become mandatory**. In addition, it remains critical to consistently use the same Blanket Serial Number for the same purpose.

A Blanket Serial Number list has been attached for your use. In addition, we are providing the following expanded discussion and description of the Blanket Serial Numbers.

901 – Overtime: Use to pay all regular overtime payments. The only exceptions require serial numbers 911 and 913, which are described below.

902 – Temporary Help: Use to pay Permanent Intermittent, temporary (TAU), Student Assistant, and seasonal employees formerly paid with serial number 909, except IDL casuals paid from 914.

903 – Recruitment and Retention: Use to pay employees the annual Recruitment and Retention differential.

904 – Physical Fitness: Use to pay Physical Fitness pay for Permanent Intermittent employees, where this benefit is not locked in on the PAR.

905 – Holiday Pay: Use to pay premium for working holidays and for buy-back of holiday credit.

906 – Shift Differential: Use to pay standard shift differential pay, when not locked in on the PAR.

907 – Medical Officer of the Day: Use to pay the stipend for service as Medical Officer of the Day.

908 – Out-of-Class Pay: Use to pay employees additional pay for working out of class.

909 – Seasonal Employees: DISCONTINUE. Seasonal employee pay should now be paid using serial number 902.

910 – Temporary Help Self-Help Group: Use to pay the additional positions classified as Self-Help Group positions.

911 - Overtime Shift Differential: DISCONTINUE. Use Blanket 901. Costs are identified separately through other accounting system tables.

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912 – Lump Sum: Use to pay lump sum payment to separating employees, and periodic lump sum buy back of leave time (except buy-back of Holiday credit in 905). Please note that these costs are charged to your program, that there is no additional funding related to lump sum payments and that lump sum payments will not save a position from abolishment.

913 – Overtime Recruitment and Retention Adjustment: Use to pay the overtime payment adjustment due to the annual payment of recruitment and retention.

914 - Temporary Help Maintenance IDL: Use to record pay to intermittent maintenance staff (casuals) on IDL projects.

915 – RN Scholarships: Use to pay scholarships awarded to Registered Nurses by the Department of Personnel Administration.

918 – Salaries and Wages – Other: This is a new serial number. Use to pay any Permanent Full Time and Permanent Part-Time employees who must be placed in the "blanket" for reasons such as returning from a leave of absence/placement issues, and no permanent position exists.

919 – OTAP: This is a new serial number. Use to pay staff in the Overtime Avoidance Pool (OTAP).

920 – Long Term Sick: This is a new serial number. Use to pay employees on long-term sick status, defined as over 80 hours. Posted positions only.

921 – Unit 6 Accounts Receivable Repayment: This is a new serial number. Use to record Unit 6 employees use of leave credit to repay a payroll accounts receivable.

922 – Survivors Benefits: This is a new serial number. Use it to pay Survivors Benefits to a survivor of a deceased employee.

948 – Disability: Used to pay Industrial Disability Leave (IDL) and Non-industrial Disability Insurance (NDI) payments.

975 – Uniform Allowance: Use to pay uniform allowance when paid through the Payroll Input Process (PIP).

976 – Overtime Meal Compensation: Use to pay overtime meal compensation only when paid through the PIP.

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ACTION REQUIRED

Effective for the beginning of the April, 2003 pay period, all CDC Personnel Offices are to process CDC 647s and Personnel Action Request (PAR) documents to effect the following transactions. (For Headquarters and Parole Division employees, CDC 647 documents must be submitted to the Personnel Office by the appropriate Program/Region, to initiate these transactions).

Blanket serial number **902** is to be reserved for true "temporary help" employees, such as Permanent Intermittent (PIE), temporary (TAU), Student Assistant, and seasonal employees. Move all staff that belong in another blanket out of 902 as follows:

- Move applicable Permanent Full Time and Permanent Part-Time employees who are awaiting a permanent position number, and were previously appointed to other blanket serial numbers (such as 902), to blanket **918**.
- Overtime Avoidance Pool (OTAP) staff are to be appointed to blanket serial number **919**. OTAP staff previously appointed to established positions or to other blanket serial numbers are to be moved to blanket **919**.)
- Employees who are on "Long Term Sick" (LTS) status, as defined above, are to be placed in blanket serial number **920**. LTS employees previously placed in other blanket serial numbers are to be moved to blanket **920**.

CDC Accounting Offices must add Agency Object Codes to the D12 Agency Object Descriptor Table, as follows:

003.18	Salaries & Wages - Other
003.19	OTAP
003.20	Long Term Sick

CDC Accounting Offices must also add new Blanket Serial Numbers to the D47 – Payroll Object Conversion Descriptor Table, as follows. Identify the associated Object Detail or Agency Object Codes in the respective table records.

918	Salaries & Wages - Other	003.18
919	OTAP	003.19
920	Long Term Sick	003.20
921	Unit 6 AR Repayment	003
922	Survivors Benefits	134.10

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Accounting Offices must verify that the Employee Master (EM) Table records include Agency Object Code 38 in both the AO-SD and the AO-SDOT fields of the OBJ CODES line in the EM Tables. In the Labor Distribution Control (LC) Table, verify that 38 is entered in the AO-SDOT field. There is no AO-SD field in the LC Table.

The attached list identifies Payroll Blanket Serial Numbers used by CDC, and their intended use. Please ensure that all payments processed through the Payroll Input Process (PIP) for the purposes identified are requested and reported with the proper Blanket Serial Number.

Technical Personnel questions regarding Payroll Blanket Serial Number usage should be addressed to your assigned Personnel Operations Analyst. If you have questions regarding this FIM, please contact William Dougherty, Chief, Accounting Management Branch at (916) 324-6525, or Paul Thatcher, Chief, Accounting Policies and Procedures Section at (916) 322-6051.

ORIGINAL SIGNED BY

WENDY STILL
Deputy Director
Financial Services Division

Attachment

cc: Kathy Kinser, Support Services
David Tristan, Field Operations
Wardens
Associate Wardens, Business Services
Frank Renwick, Administrative Services Division
Sharon Planchon, Office of Personnel Management
James Dong, Office of Budget Management
Kathy Stigall, Parole and Central Office Personnel Services
Elizabeth Ohlendorf, Personnel Resource Development Unit
Karim Noujaim, Fiscal Management and Standardization Branch
William Dougherty, Accounting Management Branch
Paul Thatcher, Accounting Policies and Procedures Section
Beverly Farr, Office of Budget Management

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Payroll Blanket Serial Numbers Attachment

Blanket Serial Number	Title	Object/ Agency Object	Usage
901	Overtime	083	Pay for regular overtime.
902	Temporary Help	033	Pay for temporary employees, as defined.
903	Recruitment and Retention	003 50	Pay of annual Recruitment and Retention differential.
904	Physical Fitness	003 45	Physical Fitness pay not paid on PAR.
905	Holiday Pay	088	Premium pay for working on holidays. Payment for sale back of holiday credit.
906	Shift Differential	003 38	Shift differential pay.
907	Medical Officer of the Day	003 55	Medical Officer of the Day stipend.
908	Out-of-Class Pay	003	Payments to employees for working out-of-class.
909	Seasonal Employees		DISCONTINUE. Use 902
910	T/H Self-Help Group	033 34	Additional pay to staff participating in Self-Help Group activities.
911	O/T Shift Differential		DISCONTINUE. Use 901
912	Lump Sum	003 98	Payment of lump sum vacation at separation, and lump sum buy back of leave time (except holiday credit buy-back).
913	O/T Recruit. & Retention Adj.	083 42	Annual payment of overtime adjustment for recruitment and retention pay.
914	T/H Maintenance IDL	033 57	Pay to temp. staff (casuals) on IDL projects.
915	RN Scholarships	003 61	Registered Nurse scholarships, repaid to CDC from DPA. Pay only as instructed by DPA.
918	Salaries & Wages - Other	003 18	Permanent Full Time and Permanent Part-Time employees who must be placed in the "blanket".
919	OTAP	003 19	Overtime Avoidance Pool staff.
920	Long Term Sick	003 20	Employees on Long Term Sick status.
921	Unit 6 AR Repay	003	Unit 6 repay payroll AR using leave credits.
922	Survivors Benefits	134.10	Benefits paid to deceased employee's survivors.
948	Disability	127 132	IDL payments NDI payments
975	Uniform Allowance	520	Uniform allowance, only when paid through payroll input process (PIP).
976	Overtime Meals	303	Overtime Meal Compensation paid through the payroll input process (PIP).